Additional Reports Required by OMB Circular A-133

September 30, 2004

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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

To the Board of County Commissioners of the County of Muskegon, Michigan

We have audited the financial statements of the County of Muskegon, Michigan as of and for the year ended September 30, 2004, and have issued our report thereon dated December 3, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the County of Muskegon, Michigan's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operations that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management of the County of Muskegon, Michigan in a separate letter dated December 3, 2004.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County of Muskegon, Michigan's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board of Commissioners of the County of Muskegon, Michigan, management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Grand Rapids, Michigan

BDO Seilman, LLP

December 3, 2004



99 Monroe Avenue NW, Suite 800 Grand Rapids, Michigan 49503-2654 Telephone: (616) 774-7000 Fax: (616) 776-3680

Report on Compliance With Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133

To the Board of County Commissioners of the County of Muskegon, Michigan

Compliance

We have audited the compliance of the County of Muskegon, Michigan with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended September 30, 2004. The County of Muskegon, Michigan's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the County of Muskegon, Michigan's management. Our responsibility is to express an opinion on the County of Muskegon, Michigan's compliance based on our audit.

The County of Muskegon, Michigan's financial statements include the operations of the Muskegon County Road Commission, which received \$1,739,452 in federal awards, which is not included in the schedule of expenditures of federal awards during the year ended September 30, 2004. Our audit, described below, did not include the operations of the Muskegon County Road Commission because the component unit engaged other auditors to perform an audit in accordance with OMB Circular A-133.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County of Muskegon, Michigan's compliance with those requirements

and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the County of Muskegon, Michigan's compliance with those requirements.

In our opinion, the County of Muskegon, Michigan complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 2004.

Internal Control Over Compliance

The management of the County of Muskegon, Michigan is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the County of Muskegon, Michigan's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants caused by error or fraud that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

Schedule of Expenditures of Federal Awards

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the County of Muskegon, Michigan as of and for the year ended September 30, 2004, and have issued our report thereon dated December 3, 2004. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the County of Muskegon, Michigan's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of the Board of County Commissioners of the County of Muskegon, Michigan, management and federal awarding agencies, and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

Grand Rapids, Michigan

BDO Seidman, LLP

March 4, 2005

Year ended September 30, 2004	CFDA Number	Federa Grant Awardea
Department of Transportation		
Urban Mass Transportation Capital and Operating Assistance		
MI-90-0326 (5880)		
MI-90-0346 (5880)	20.507	\$ 1,371,534
MI-90-0365 (5880)	20.507	1,685,188
MI-90-0388 (5880)	20.507	1,689,142
MI-90-X407 (5880)	20.507	1,707,054
MI-90-X433 (5880)	20.507	1,968,161
Passed through Michigan Domestow and CT	20.507	1,688,826
Passed through Michigan Department of Transportation MDOT 2002-0072Z5 (5880)		, ,,
MDOT 2001-0679 (5880)	20.507	1,633,548
Emergency Complete III (III) Di Complete Complet	20.515	96,000
Emergency Services – HMEP Planning Committee (1190-0430)	20.703	3,385
Drive Michigan safely OP-04-18 (1210)	20.600	53,959
Passed through Michigan Department of Highway		22,535
Airport Improvement Program 3-26-0601-02807 (5810-0543)	20.106*	984,200
Airport Improvement Program 97-1-3-26-0071-2001 (5810)	20.106*	462,218
Airport Improvement Program 97-1-3-26-0071-2303 (5810)	20.106*	892,800
Amport Improvement Program 97-1-3-26-0071-2403 (5810)	20.106*	998,160
All port Improvement Program 97-1-3-26-0071-2504 (5810)	20.106*	2,535,782
Air Service Development OST-2003-15065-2 (5810)	20.930	500,000
epartment of Labor		18,269,957
Passed through Michigan Department of Career Development		
Labor exchange (2731)	1=	
TAA/NAFTA (2733)	17.207	650,319
Reemployment Services (2738)	17.245	282,513
WIA, WIA Administration (2760)	17.207	44,591
WIA, WIA Adult (2761)	17.255	540,573
WIA, WIA Youth (2762)	17.258 *	1,215,456
WIA, WIA Dislocated Worker (2763)	17.259 *	1,124,342
Welfare to Work (2764)	17.260 *	1,417,465
WIA, WIA Youth Statewide (2766)	17.253	397,165
WIA, WIA Youth Statewide (2766)	17.258 *	4,320
WIA, WIA Youth Statewide (2766)	17.259 *	4,844
WIA, WIA National Emergency (2770)	17.260 *	5,712
In a way of the factorial Efficiency (2//0)	17.260 *	269,647
Inclimpent Worker (2760)	17.258 *	11,241
Incumbent Worker (2768)		
Incumbent Worker (2768) Incumbent Worker (2768) Incumbent Worker (2768)	17.259 *	12,604

5,995,656

^{*} Denotes major program

Fede	eral Grants Earn	ned		Program Exper	ditures Incurred				
Prior Years	Current		Prior	Current		Funds			
1 cars	Year	Total	Years	Year	Total	Available			
\$1,021,038	\$ -	\$ 1,021,038	\$1,021,038	\$ -	\$ 1,021,038	\$ 350,496			
1,492,831	-	1,492,831	1,492,831	-	1,492,831	192,353			
1,075,473	81,115	1,156,588	1,075,473	81,115	1,156,588	532,554			
1,279,542	-	1,279,542	1,279,542	· -	1,279,542	427,512			
791,020	377,941	1,168,961	791,020	377,941	1,168,961	799,200			
-	780,759	780,759	-	780,759	780,759				
		, -		700,757	700,739	908,067			
1,577,187	10,188	1,587,375	1,577,187	10,188	1,587,375	46 172			
83,227	12,773	96,000	83,227	12,773	96,000	46,173			
-	3,385	3,385	-	3,385		-			
-	35,209	35,209	_	35,209	3,385	10.750			
	,	,0,		33,209	35,209	18,750			
740,515	-	740,515	740,515		740,515	242 (05			
434,770	27,448	462,218	434,770	27,448		243,685			
117,064	,	117,064	117,064	27,440	462,218	~~~~~			
859,617	21,520	881,137	859,617	21,520	117,064	775,736			
-	1,221,624	1,221,624	657,017		881,137	117,023			
-	73,230	73,230	-	1,221,624	1,221,624	1,314,158			
0.470.004				73,230	73,230	426,770			
9,472,284	2,645,192	12,117,476	9,472,284	2,645,192	12,117,476	6,152,481			
_	448,718	448,718		440.545					
_	220,124	220,124	-	448,718	448,718	201,601			
_	43,842	43,842	-	220,124	220,124	62,389			
_	321,359	321,359	-	43,842	43,842	749			
_	766,904	766,904	-	321,359	321,359	219,214			
_	867,522	867,522	-	766,904	766,904	448,552			
_	869,737	869,737	-	867,522	867,522	256,820			
_	205,099	205,099	-	869,737	869,737	547,728			
_	4,320	,	-	205,099	205,099	192,066			
_	4,320 4,844	4,320	-	4,320	4,320	-			
-		4,844	-	4,844	4,844	-			
_	5,712	5,712	-	5,712	5,712	-			
-	222,747	222,747	-	222,747	222,747	46,900			
-	10,928	10,928	-	10,928	10,928	313			
-	12,252	12,252	-	12,252	12,252	352			
	14,450	14,450	-	14,450	14,450	414			
_	4,018,558	4,018,558	-	4,018,558	4,018,558	1,977,098			

Department of Justice	Year ended September 30, 2004	CFDA Number	Federal Grants Awarded
Community Gun Violence 2001-GP-CX-0099 (2832) 16.609 \$ 216,000 Office of Justice Programs (1010-0351-529000) 2003-SCAAP 16.610 6,406 Office of Justice Programs (1010-0351-529000) 2004-SCAAP 16.610 16.513 LLEBG Grant (1010-0351-529000) 16.592 24,726 2004-UMWX0034 (5920-5060) 16.710 75,000 Passed through Michigan Dept. of Management and Budget VOCA Grant 20484-5V00 (2800) 16.579 165,249 Passed through Michigan Family Independence Agency Juvenile Accountability Inc. Block Grant JAIBG 03-61001 (2831) 16.540 49,020 Juvenile Accountability Inc. Block Grant JAIBG 04-61001 (2831) 16.540 49,020 Comp Strategy Implementation Grant JJCSI-04-61001 (2821) 16.540 125,000 Re-entry Initiative (2152) 16.202 215,000 Passed through Office of Drug Control Policy Ottawa County (1010-0301) 70834-50313 16.579 33,800 Ottawa County (1010-0301) 70834-4K02 16.579 33,041 16.579 33,0	Department of Justice		
Ottawa County (1010-0301) 70834-50313 16.579 33,800 Ottawa County (1010-0301) 70834-4K02 16.579 33,041 Department of Agriculture 1,008,775 Gypsy Moth Program (1010-0285) 791N4001721 10.664 7,363 National School Breakfast Program (2920) 10.553 10,878 National School Lunch Program (2920) 10.555 16,773 Passed through Michigan Department of Career Development 10.561 150,000 Passed through Michigan Department of Comm. Health 5pecial Supplemental Food Program for Women, Infants 10.561 150,000	Community Gun Violence 2001-GP-CX-0099 (2832) Office of Justice Programs (1010-0351-529000) 2003-SCAAP Office of Justice Programs (1010-0351-529000) 2004-SCAAP LLEBG Grant (1010-0351-529000) 2004-UMWX0034 (5920-5060) Passed through Michigan Dept. of Management and Budget VOCA Grant 20484-5V00 (2800) Passed through Michigan Family Independence Agency Juvenile Accountability Inc. Block Grant JAIBG 03-61001 (2831) Juvenile Accountability Inc. Block Grant JAIBG 04-61001 (2831) Comp Strategy Implementation Grant JJCSI-04-61001 (2821) Re-entry Initiative (2152) Passed through Office of Drug Control Policy	16.610 16.610 16.592 16.710 16.579 16.540 16.540 16.540	6,406 16,513 24,726 75,000 165,249 49,020 49,020 125,000
Department of Agriculture Gypsy Moth Program (1010-0285) 791N4001721 National School Breakfast Program (2920) National School Lunch Program (2920) Passed through Michigan Department of Career Development Food Stamp Program (2759) Passed through Michigan Department of Comm. Health Special Supplemental Food Program for Women, Infants and Children WIC (6413)	Ottawa County (1010-0301) 70834-50313 Ottawa County (1010-0301) 70834-4K02		
and Children WIC (6413)	National School Breakfast Program (2920) National School Lunch Program (2920) Passed through Michigan Department of Career Development Food Stamp Program (2759) Passed through Michigan Department of Comm. Health	10.664 10.553 10.555	1,008,775 7,363 10,878 16,773
	and Children WIC (6413)	10.557	725,570

910,584

Federal Grants Earned							Program Expenditures Incurred							
	Prior Years		Current Year		Total		Prior Years		Current Year		Total		Funds Available	
Φ.	04.005	_												
\$	94,937	\$	106,508	\$	201,445	\$	94,937	\$	106,508	\$	201,445	\$	14,555	
	-		6,406		6,406		-		6,406		6,406		-	
	-		16,513		16,513		-		16,513		16,513		-	
	-		24,726		24,726		-		24,726		24,726		-	
	-		16,627		16,627		~		16,627		16,627		58,373	
	-		165,249		165,249		-		165,249		165,249		-	
	41,310		7,710		49,020		41,310		7,710		49,020			
	-		33,505		33,505		-		33,505		33,505		15,515	
	-		114,500		114,500		_		114,500		114,500		10,500	
	-		166,108		166,108		-		166,108		166,108		48,892	
	_		33,800		33,800		_		33,800		33,800			
	30,082		2,959		33,041		30,082		2,959		33,041		-	
16	66,329		694,611		860,940		166,329		694,611		860,940		147,835	
	-		1,774		1,774		_		1,774		1,774		5,589	
	-		10,878		10,878		-		10,878		10,878		2,209	
	-		16,773		16,773		-		16,773		16,773		-	
	-		41,776		41,776		-		41,776		41,776		108,224	
			725,570		725,570		-		725,570		725,570		-	
	_		796,771		796,771				796,771		796,771		113,813	

		Federal
	CFDA	Grants
Year ended September 30, 2004	Number	Awarded
	runioci	Awarded
Department of Health and Human Services		
Passed through Michigan Family Independence Agency		
Prosecutor Cooperative (IV-D Incentive) (1150)	93.563	\$ 146,390
Child Support Enforcement Program (IV-D CRP Contract) (2150-0141)	93.563	1,406,646
Child Support Incentive Payments (2150-0142)	93.558	235,000
Special Improvement Projects (2155)	93.601	199,772
Passed through Michigan Department of Career Development	33.001	177,772
TANF, Workfirst (2751)	93.558	1,154,903
Passed through the State Administrator's Office	75.550	1,134,503
Access and Visitation Grant (2150-1421)	93.597	50,000
Passed through the Department of Community Health	73.371	30,000
ACT Peer Support Advocates (2220-7041)	93.958	26.022
Case Mgt Peer Support Advocates (2220-7042)	93.958	26,923
Peer to Peer Orientation (2220-7043)	93.958	28,000 12,000
Independent PCP Facilitator (2220-7050)	93.958	
Self Determination (2220-7051)	93.958	3,500
OBRA-PASARR (2220-7320)	93.778	25,300
Homeless Project (2220-7327)	93.150	43,575
MI Child Respite (2220-7161)	93.958	40,354
Medical Examiner (0648)	93.93 8 93.994	6,391
Emergency Preparedness (6111)		4,388
West Nile Virus (6201)	93.283 93.283	275,611
AIDS Prevention (6312)	93.283 93.940	5,000
CSHCS – Case Management (6416)	,	97,923
CSHCS – Fee for Service (6416)	93.994	36,317
M&CH Services Block Grant (6441)	93.778	47,704
Family Planning project (6441)	93.994	80,717
Childhood Lead (6452)	93.217	90,434
Minority Health (6460)	93.197	50,000
IAP (6710)	93.991	43,345
IAP Fee for service (6710)	93.268	76,767
Vaccine Provided (6710)	93.268	4,800
MCH (6710)	93.268	575,614
Breast and Cerv Cancer Scrn-Coordination (6714)	93.994	165,945
MCIR (6812)	93.919	85,568
Passed through Lakeshore Coor. Council	93.919	92,000
Substance Abuse Prevention (6811)	00.070	
1. Case 116 on Lion (0011)	93.959	110,001

	, cae	ral Grants Earn	- Cu	 -	Program Exper	iaitt	ires incurred		
	Prior Years	Current Year	Total	Prior Years	Current Year		Total		Fund Availabl
\$	-	\$ 138,172	\$ 138,172	\$ _	\$ 138,172	\$	138,172	\$	8,21
	-	1,378,837	1,378,837	-	1,378,837		1,378,837	-	27,80
	-	232,519	232,519	-	232,519		232,519		2,48
	70,512	129,260	199,772	70,512	129,260		199,772		2,10
	-	1,150,794	1,150,794	-	1,150,794		1,150,794		4,109
	-	50,000	50,000	-	50,000		50,000		
	-	22,564	22,564	_	22,564		22,564		4,359
	-	17,846	17,846	-	17,846		17,846		10,154
	-	10,354	10,354	_	10,354		10,354		1,640
	-	3,500	3,500	-	3,500		3,500		1,040
	-	19,678	19,678	-	19,678		19,678		5,622
	-	34,205	34,205	-	34,205		34,205		9,370
	_	40,354	40,354	_	40,354		40,354		9,570
	-	6,391	6,391	_	6,391		6,391		
	-	4,388	4,388	-	4,388		4,388		
	-	275,611	275,611	_	275,611		275,611		
	-	5,000	5,000	_	5,000		5,000		
	-	97,923	97,923	_	97,923		97,923		
	-	36,317	36,317	-	36,317		36,317		
	-	47,704	47,704	-	47,704		47,704		
	-	80,717	80,717		80,717		80,717		
	-	90,434	90,434	+	90,434		90,434		_
	-	50,000	50,000	-	50,000		50,000		_
	-	43,345	43,345	_	43,345		43,345		
	-	76,767	76,767	-	76,767		76,767		
	-	4,800	4,800	-	4,800		4,800		_
	-	575,614	575,614	-	575,614		575,614		_
	-	165,945	165,945	-	165,945		165,945		_
	-	85,568	85,568	-	85,568		85,568		<u>-</u>
	-	92,000	92,000	-	92,000		92,000		-
··· ,		110,001	110,001	 	110,001		110,001		. .
-	70,512	5,076,608	5,147,120	70,512	5,076,608	,	5,147,120		73,768

Year ended September 30, 2004	CFDA Number		Federal Grants Awarded
Department of Housing and Urban Development			
Link Michigan Planning Grant (2880)	14.228	\$	100,000
Lead Hazard Remediation (6456)	14.900		80,000
CDBG Housing and Community Development			
Act MSC 200046-EDPA (2470)	14.228		30,000
			210,000
Department of Homeland Security			210,000
Passed through the Department of State Police			
Emergency Preparedness (1190-0428)	97.004		30,000
Emergency Services SDPEG (1190-0429)	97.004		100,231
Emergency Services – Policies and Procedures (1190-0432)	97.051		125,200
Emergency Services – State Homeland Security (1190-0433)	97.005		99,967
Emergency Services – State Homeland Security RRT (1190-0434)	97.005		50,000
Emergency Services – Homeland Security Exercise (1190-0435)	97.006		4,800
Emergency Services – Homeland Security WMD Ex. (1190-0436)	97.005		17,000
Emergency Services – Homeland Security Part II SAP (1190-0437)	97.005		43,000
Emergency Services – Homeland Security Training (1190-0438)	97.005		124,253
Department of Environmental Protection Agency			594,451
Radon (6201)	66.032		500
Non-Community Water (6201)	66.471		5,950
Great Lakes Beach Water Monitoring (6201)	66.472		14,744
			21,194
ederal Emergency Management Agency Passed through the Michigan Department of State Police			
Emergency Services (1190-0426)	83.544		29,769
		\$ 32	,261,274

	Program Expenditures Incurred							Federal Grants Earned							
Fund Availabl	Total		Current Year		Prior Years		Total		Current Year		Prior Years				
\$	100,000 80,000	\$	80,000	\$	100,000	\$	100,000 80,000	\$	80,000	\$	100,000	\$			
	30,000		6,090		23,910		30,000		6,090		23,910				
	210,000		86,090	-	123,910		210,000		86,090		123,910				
320	29,680		29,680		_		29,680		29,680		-				
125	100,106		99,410		696		100,106		99,410		696				
28,587	96,613		91,509		5,104		96,613		91,509		5,104				
624	99,343		99,343		-		99,343		99,343		-				
	50,000		50,000		-		50,000		50,000		-				
3,898	902		902		-		902		902		-				
3,481	13,519		13,519		-		13,519		13,519		-				
22,243	20,757		20,757		-		20,757		20,757		-				
117,523	6,730		6,730		-		6,730		6,730		-				
176,801	417,650		411,850		5,800		417,650		411,850		5,800				
	500		500		-		500		500		_				
-	5,950		5,950		-		5,950		5,950		-				
	14,744		14,744				14,744		14,744						
-	21,194		21,194		-		21,194		21,194		-				
-	29,769		29,769				29,769		29,769						
\$ 8,641,796	3,619,478	\$ 23	780 643	¢ 13	,838,835	¢ 0	3,619,478	\$ 23	3,780,643	¢ 13	,838,835	\$ 9			

Notes to Schedule of Expenditures of Federal Awards

1. General

Expenditures are recorded on the accrual basis of accounting. Revenues are recognized when qualifying expenditures have been incurred and all other grant requirements have been met.

Expenditures in the Schedule of Expenditures of Federal Awards agree with amounts reported as federal revenue in the financial statements.

Schedule of Findings and Questioned Costs September 30, 2004

Summary of Auditors' Results

The auditors' report expresses an unqualified opinion on the financial statements of the County of Muskegon, Michigan.

The audit did not disclose any noncompliance, which is material to the financial statements of the County of Muskegon, Michigan.

The auditors' report on compliance for major programs of the County of Muskegon, Michigan expresses an unqualified opinion.

The audit did not disclose any findings relative to major programs that are required to be reported herein in accordance with OMB Circular A-133.

The County had two major programs: Airport Improvement Program and Workforce Investment Act (WIA Title I).

The dollar threshold used to distinguish between Type A and Type B programs was \$413,419.

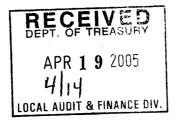
The County of Muskegon, Michigan qualified as a low-risk auditee.

Findings Related to the Financial Statements

There were no findings which are required to be reported under Government Auditing Standards.

Findings and Questioned Costs for Federal Awards

There were no findings or questioned costs.



Management Letter Year Ended September 30, 2004

Prior Year Observations

For the year ended September 30, 2003, we made one comment, which was communicated to the County of Muskegon by a letter dated December 12, 2003. The County has implemented this suggestion. A summary of the recommendation as originally presented follows:

Cash Receipt Procedures -Library Branches During our audit, we reviewed the cash receipt procedures at three library branches. These three branches were the North Muskegon branch, the Egelston Township branch and the Norton Shores branch. Upon review of the procedures at the three branches, we noted that there were no consistent procedures utilized by the libraries. In addition, each of the libraries collected funds for both the County and the "Friends" group for their respective library, which may result in commingling of funds. Finally, we noted that cash was often left in the register for numerous days and there was no required frequency on timing of deposits.

Recommendation

We recommend that the County review the cash receipt procedures utilized by all library branches and strengthen the procedures by implementing a review process, require timely deposit of funds and establish procedures to insure funds are not commingled.

Current Year Observations

New Pronouncements

There are several new pronouncements that have been issued by the Governmental Accounting Standards Board (GASB) that may affect future comprehensive annual financial reports issued by the County. A brief summary of these new pronouncements is listed below:

GASB Statement No. 42, Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries deals with determining whether capital assets have been impaired and the proper reporting and disclosure of these assets. The standard also provides new financial statement presentation and disclosures relating to insurance recoveries. This pronouncement is effective for the County for the year ending September 30, 2006.

GASB Statement No. 43, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans applies to plans that are included as trust funds in the financial statements of the County. This pronouncement supersedes GASB Statement No. 26, Financial Reporting for Postemployment Healthcare Plans Administered by Defined Benefit Pension Plans, and will be effective for the County for the year ending September 30, 2007. The standard will require presentation of financial statements and schedules similar to those presented for the County's pension plan, as well as require an actuarial valuation of the healthcare plan.

GASB Statement No. 44, Economic Condition Reporting: The Statistical Section – an Amendment of NCGA Statement I clarifies and updates prior requirements as they apply to the statistical sections of the comprehensive annual financial report. This standard also adds new information from the new financial reporting model. This pronouncement is effective for the County for the year ending September 30, 2006.

Current Year Observations

GASB Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions addresses how the County should account for and report costs and obligations related to postemployment healthcare and other nonpension benefits. Collectively these benefits are referred to as other postemployment benefits (OPEB). It will require the County to account for OPEB essentially the same as pensions. This will require an actuarial valuation for the applicable OPEB plans. This pronouncement will be effective for the County for the year ending September 30, 2008.

Proposed Technical Bulletin, Recognition of Pension and Other Postemployment Benefit Expenditures/Expense and Liabilities clarifies the requirement of GASB Statement No. 27 and 45.

GASB Statement No. 46, Reporting of Net Assets amends GASB Statement No. 34 to assist governments in determining when net assets have been restricted and specifies how those net assets should be reported in the financial statements.

Exposure Draft, Accounting for Termination benefits would establish guidance for governments regarding benefits, such as early-retirement incentives and severance benefits that are provided to employees who terminate employment.